

City Manager's Monthly Report



Dan Davis
City Manager
For January 2018

February 2018

Information Technology

- Met with the Verizon rep and discussed some new products they are offering, and changes to our account. One new item really peaks my interest, that would be wireless backup internet. The last time I looked at a similar offering, it was very expensive. The price point seems to have come down considerably. Awaiting a proposal.
- Made several website changes.
 - Created a “Holiday Pickup Schedule” web page for Solid Waste.
 - Created a Shift Briefing page and archive for the PD. They have a standing public records request for these. Now I can post them to the web page, and anyone who is interested can download them instead of having them emailed directly. I will work on a web interface so PD staff can upload and populate the database directly. But for now I will have to post them.
- Received purchasing authorization from the Board, quoted and ordered several replacement machines from Dell.
- Participated in the development of the Hurricane Irma After Action Report.
- Assisted in the edits of the Disaster Plan.
- Moved some data off of an older server, and decommissioned it as a domain controller. This will be relocated to Public Works and utilized for recording replacement cameras that have been ordered and received for both Public Works and the Wastewater Plant. Getting ready to rewire both buildings.
- Worked with Chief Foster and assisted in creating a PowerPoint presentation for training to be provided to all employees. Even shot and edited a video introduction.
- Participate in several product demonstrations. This will be a replacement for our End Point Security (anti-virus / malware, etc.), migrating away from Kaspersky.
- At the request of one of the commissioners during the Reports section of a meeting, I contacted Palm Coast about a recent item that went before their dealing with cell phone towers. Provided the information to the City Manager for further action.
- Coordinating with Spectrum to relocate internet services from the Public Works building to the Wastewater plant. The plant is staffed 7 days and has a generator. Plant staff is hoping this will alleviate a problem they are experiencing with an internal process.

Human Resources:

- Processed paperwork for 1 new hire.
- Processed 2 background checks/physicals.
- Completed analysis on Benefit Survey 35 surveys completed.
- Started planning for Open Enrollment.
- Assisted Community Development with Business Tax Receipt applications.
- Assisted the Clerk’s Office with meeting related tasks.

Administration:

Farewell!

Sandi Bolser retired as the City Clerk of Bunnell. She was recognized by the Board and bid a fond farewell during the January 8th meeting of the City Commission. The photo at right shows Mayor Robinson presenting Sandi with a memento and well wishes from City Staff.



Kristen Bates, Deputy City Clerk has been promoted to City Clerk, and Donnie Wines has taken over the Deputy City Clerk position.

Code Amendment Update:

City Attorney continues to work on the Chapter 10 Animals for review and assistance with revision for livestock in the downtown core.

The Commission also identified the Code of Ordinance Chapter 26 Junk vehicle section of the code for a rewrite. Towing vehicles from private property is a unique situation. Additional research is still needed.

Community Development Department

Community Development: Update:

- The new, part time Code Enforcement Officer, Ken DeLoach started January 9, 2018
- Following the adoption of the new hours for alcohol sales on Saturdays, letters regarding the change in regulations were mailed to all businesses which currently have a Department of Business and Professional Regulation alcohol sales state license
- The Community Development Department provided its department report to the City Commission at the January 22, 2018 Workshop
- Activity: Issued 42 permits, closed 69, and have 4 projects in Site Plan Review.
- Attended a FDOT public meeting on constructing a round about at the intersection of US 1 and Old Dixie Highway.

PZA Update: The following items were on the January 16, 2018 PZA Agenda:

Some of these items may have already appeared on the City Commission Agenda:

- Ordinance 2018-XX Amending the Capital Improvements Element of the Comprehensive Plan: The City is required to update the Capital Improvements schedule of the Comprehensive Plan annually. This is accomplished via ordinance. The proposed ordinance updates the 5-year schedule of improvements for 2017 to 2022. The Planning Board voted to not recommend approval of the ordinance.



Police Department

ACTIVE SHOOTER RESPONSE

LEARN HOW TO SURVIVE A SHOOTING EVENT



RUN



HIDE



FIGHT

CALL 911 ONLY WHEN IT'S SAFE TO DO SO

The Bunnell Police Department trained all city employees on “How to Respond to an Active Shooter”.

In order to Address Crime Together (ACT), the Bunnell Police Department joins a newly established Domestic Violence Summit quarterly meeting hosted by the Flagler County Sheriff's Office for the purposes of on finding solutions to reduce domestic violence in our communities



Public Works

Staff Updates:

- Survived a serious bout with the Flu. Over a 2 week period, 80% of Public Works staff called in sick.

Projects:

- Crack sealing of roads resumed
- Micro surfacing pre-work has begun
- Water plant fence removed, and canal between Gospel Gardens and Water plant improved
- Street sweeper motor has blown, retrieving quotes for repair and evaluating options.



Fire Department

- Coordinating with the County on the take over of the Fire Department. The County has rewired the network in the building, and is providing their own internet access. Currently a County Battalion is operating out of the building.
- Working with City staff on the Pension Fund.
- Arranging for approximately 100 children to tour through the Fire Station.

Engineering

Preparing a presentation to City Council in February on Municipal Separate Storm Sewer System (MS-4) in conjunction with the Utilities Dept. presentation. Also scheduling of MS-4 training for city staff, a public meeting with community residents, and an informational brochure.

Continuing in consultation with FDOT and City Public Works Director along SR 100 (east of US 1), reviewing drainage outfalls, clearing and cleaning ditches city-wide.

Continuing to work with Utilities Manager and Engineering Consultant, in order to complete design, cost estimates, and preparing bid documents for the Southside Sewer CDBG Grant Project.

Preparing for grant acceptance for Deen Road Storm water / Sewer System Improvements. Discussing with Alliant Engineering and negotiating design proposal to place project out for bids anticipated within the next few months. Discussed design concepts and details of work to be accomplished and extent of project with design consultant and Utilities Manager.

Lewis L. Jackson Park Project – Construction Bid Awarded at City Council on 1-8-17 to Anglin Construction. Preconstruction meeting to be scheduled in February after Purchase Order / Contract have been signed and issued. Public

Works crews continuing site work completion.

Met to discuss Heritage Park design. Continuing discussion on design concepts and working on completion of park design and selection of Pergola and Clock with related cost of construction items.

Several Site Plan Reviews for Community Development Dept. Also, at the request of the City Manager, started reviewing single family site plans in reference to drainage issues.

Consulted with Public Works Director on various existing drainage issues within the City (Anderson, Bacher, etc.)

Reclaimed Water Extension Grand Reserve - Preconstruction meeting attended with J. D. Weber Construction on Jan 8, 2018. Attended ribbon cutting ceremony for project.

Sewer Plant Rib Design discussion with consultant carried out. Modification in grant required due to ground water conditions obtained in soils report. Tentative approval given by St. Johns River Water Management District staff.

City Hall Roof Replacement Wind Mitigation Grant received and design concepts discussed by committee.



Utilities Department

Projects

Fire Hydrant Annual Maintenance completed (includes exercising, flushing and lubricating over 200 Hydrants in the city).

Removed the east fence line at the Water Treatment Plant. This project was budgeted to increase security at the WTP due to tree growth, settling and compromised fence conditions. In-house completed the removal, excavations, and land prep. Oceans Fence completed the new install of 375' of fence.

Lift Station #12 Pump #2 is at service facility for repairs.

West Biological Treatment Unit at Wastewater Treatment Plant back online.

Continue Assisting Public Works in cleaning culverts and swales throughout the city with Utility VacCon.

Pressure washing continues at WTP. (East Ground Storage tank and North and East Building sides completed)

501 S Moore, water break repaired in December, road has been paved and job completed.

Install 64 manhole rain guards to reduce infiltration intrusion problems from flooding

Performed maintenance on Lift Station equipment and valves.

Cleaned tanks at the Wastewater Plant of duck weed growth.

WWTP Flow Equalization Pump continues to have clogging and efficiency problems. Currently, finalizing quotes to review and deciding on replacement and/or repair of a single or both pumps.

Grants/Administration

Submit bi-weekly reports to SJRWMD for Projects # 30306 and # 31866

CBDG Grant for southside sewer rehab progress includes staff reviews of project details and scope of work.

Alliant Engineering finalized bid documents draft. City to review.

SJRWMD FY17 REDI –Reclaim Watermain.

Construction JD Weber onsite and construction is moving forward – 35% complete

SJRWMD FY17 Cost Share – WWTP Improvements and Rib Site.

Surveying and Geotechnical results did not provide a positive result for a Rapid Infiltration Basin (RIB) site. The engineer is revamping the design for an improved and yet still beneficial reclaim pond for the project.

SJRWMD FY18 REDI – Westside Sewer and Storm Water Improvements

Preparing RFQ for engineering services

Work on Utility Department Presentation for Commission Workshop on 2/26/18

Service

New Smart Meters Installed: 140

Recorded 5.43 inches of rainfall for the month of January 2018.

01/28/18- 2.05” of rain, causing hydraulic overloading of plant lift station and FE tank. Plant received 0.693 MG of flow. (115% capacity for the day)

For the month of January 2018, the WWTP exceeded capacity flows on 1/28/18. The rainfall was 2.05” for the 24hr period, this caused the plant flows to reach 0.693 mg. 115% of plant capacity.

The monthly average capacity reported as 69% at 0.414mg MGADF.

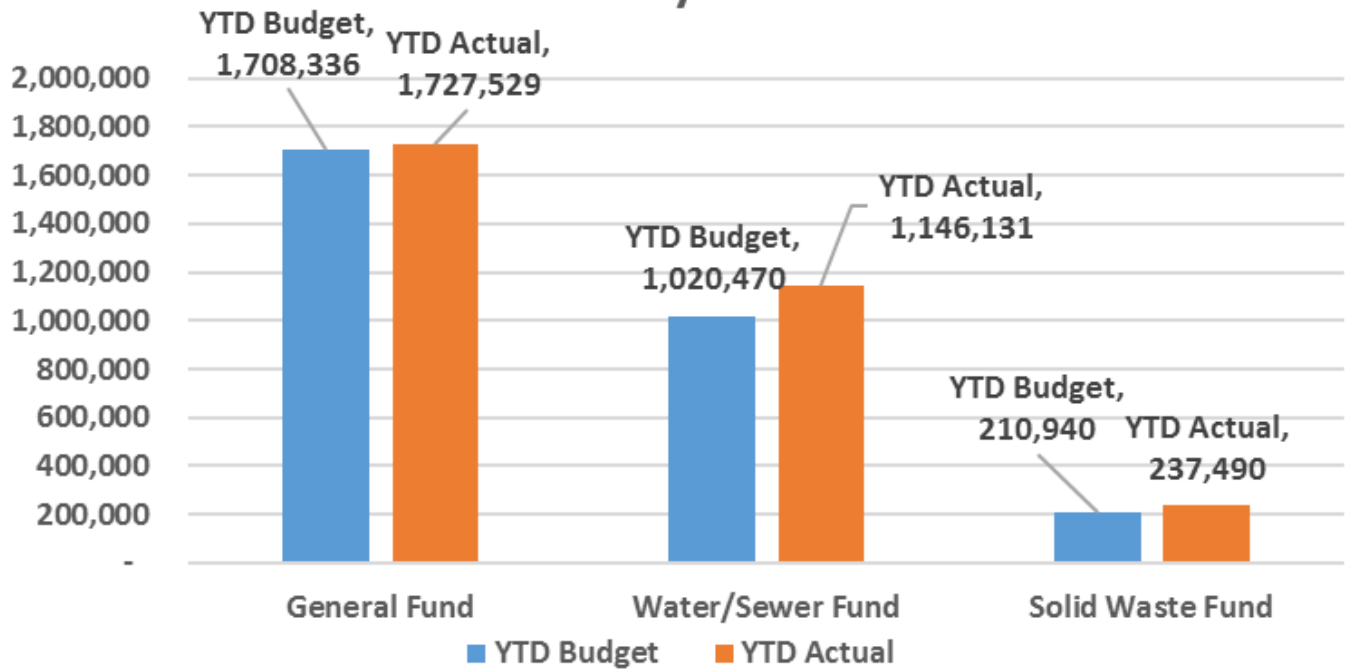
The Water Plant produced 7.750MG of water with an MADF of 0.250mgd





BUDGET PERFORMANCE FISCAL YEAR 2018

Preliminary Major Operating Funds Revenue
January 2018

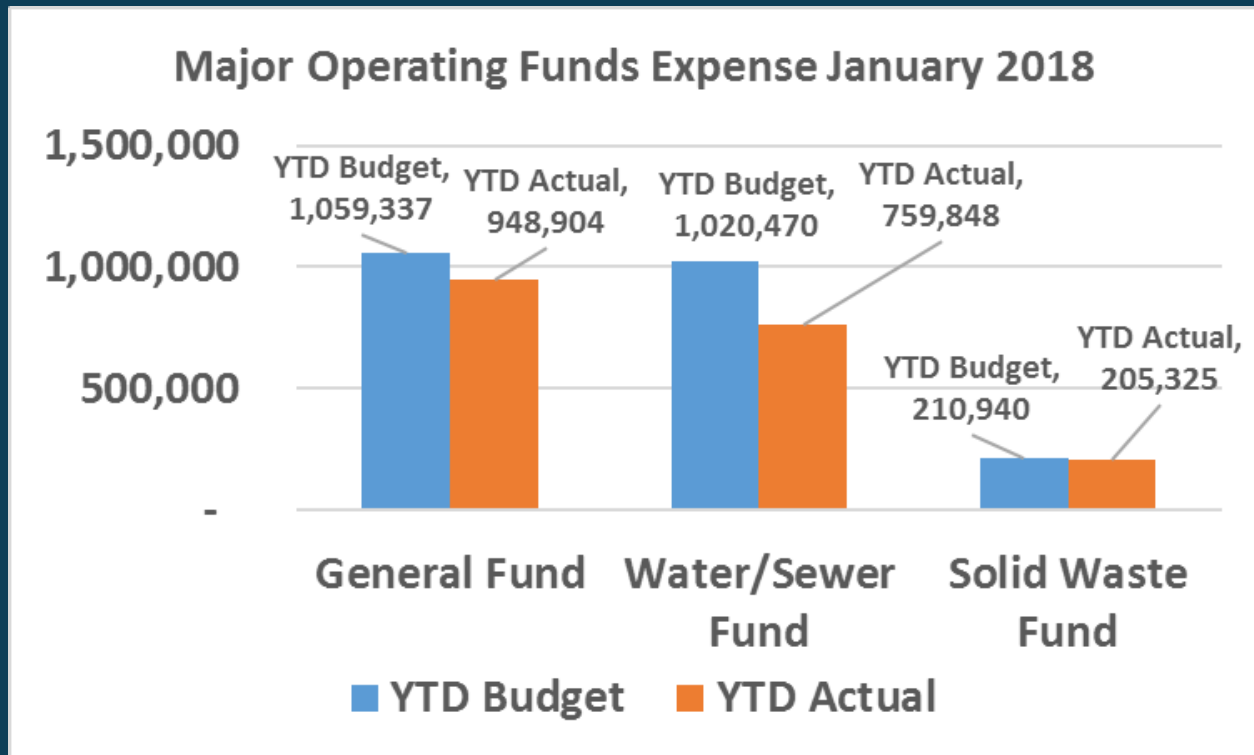


The end of January is the fourth month of the new fiscal year. Revenues in the General Fund are at anticipated levels. Approximately 80% of the annual General Fund property tax revenue has been received by January. The Water Sewer fund operating revenue is above anticipated levels. This is the result of collection of more than anticipated impact fees. The Solid Waste fund operating revenues are at anticipated levels.





BUDGET PERFORMANCE FISCAL YEAR 2018



General Fund expenditures are lower than expected due to timing of capital projects and expense payments. Water Sewer Fund expenditures are lower than anticipated due to timing of capital construction projects. Solid Waste Fund expenditures are slightly below expected levels.

Fiscal Year 2017 Closing and Audit

Both the General Fund and Water Sewer fund expect to show an increase to unrestricted funds balance at the close of fiscal year 2017. The Solid Waste fund is still anticipated to be in a deficit unrestricted fund balance. The City has not received the FEMA and State reimbursement for Hurricane Matthew or Hurricane Irma expenditures. However, we did receive notification that a payment for the Emergency Protective Services portion of the claim should be forthcoming in February. The Solid Waste claim is still being reviewed by FEMA. We anticipate 87.5% of the Solid Waste hurricane expenditures to be reimbursement by FEMA. The City's required match for hurricane expenditures in Solid Waste is about \$25,000. The City is participating in the expedited debris removal program with FEMA for both hurricanes.

The Fiscal year 2017 audit has begun. City staff will be completing closing actions over the next several months. Audit staff will return to the City in April to complete the audit.



Finance Department



WELCOME TO THE
**FINANCE
DEPARTMENT**
WHERE
EVERYBODY
COUNTS!

We are making Progress

- Finance continues to work with the State and FEMA on the requests for assistance for the City's Hurricane related costs for both Hurricane Matthew and Irma.
- Finance staff participated in several training activities including Tyler, Accounting, and Customer Service training.
- Finance has been working on ways to improve Utility billing and collections. These include assisting with the meter automation project, researching collections alternatives, changing deposit amounts and increased monitoring. Changes to the City's Utility ordinance will be forwarded to the Commission for consideration.
- Agreements for a new credit card provider and further automation of the City's banking services will be brought to the Commission in February.





Grant Status

FEMA Public Assistance Grant, Hurricane Matthew- FEMA has approved the Debris project. The City has been notified that the payment for the Emergency protective claim should be forthcoming in February.

FEMA Public Assistance Grant, Hurricane Irma-Finance has submitted data to FEMA and responding to FEMA's additional information requests.

Local Mitigation Strategy (LMS) grant program-The City has received the grant award for the project of hardening City Hall for wind storms. The City will now begin the bid process for the project.

St. John's Water Management (SJWMD) Reclaim Water Main Extension-Construction continues for this project and completion is anticipated ahead of schedule.

St. John's Water Management (SJWMD) Wastewater Improvements- During the survey for the project design it was determined that the Rapid Infiltration Basin could not be built at the proposed site due to the nature of the soil. The Engineering firm, QLH, will be looking for another way to accomplish the goal of reducing discharge to the creek. The City will then ask for a grant amendment for this project.

St. John's Water Management (SJWMD) Deen Road Drainage and Wastewater Improvements-The City has received a grant award of \$462,000 for drainage and wastewater improvements in the Deen road area.

Community Development Block Grant (CDBG) Southside Sewer Rehab- The State has approved the design changes recommended by the City Engineer. The amendment to the agreement has been received. Engineering will be amending the scope to proceed with the bid for the project.

Florida Recreation Development Assistance Program (FRDAP)

Commissioner Lewis L. Jackson Park-Bids for construction were received. Commission approved that the bid be awarded to Anglin Construction. The contract will be brought before the Commission on February 26, 2018.

Heritage Trail Park- City has received notice of Commencement. City is working with the County regarding design changes.

Hurricane Loss Mitigation Program (HLMP) formerly (Residential Construction Mitigation Program (RCMP))-Finance staff are preparing and submitting to the State the property information sheets and inspections for State approval. The project bid will be prepared after State approval. The City was awarded \$194,000 for this program.

